

## NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

### SECTION 1 - GENERAL INFORMATION

*Billet to CO# 18172*

A. Billet Number	0616	B. Billet Title	Operations Manager, MOC-A
C. Grade Requested	O2 - LTJG	D. Type of Submission	REALIGNMENT OF DUTIES
E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties	2 weeks		
F. Duty Type	FIXED SHORE	G. Estimated Length of Assignment	3 years

### SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

A. Street Address	NOAA Marine Operations Center-Atlantic	B. Street Address	439 West York ST				
C. City	Norfolk	D. State	Virginia	E. Country	United States	F. Zip Code	23510
G. Office	+1 (757) 441-6716	x		H. Mobile		I. Fax	

### SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	LCDR Ryan Wartick	2. Position	Chief Operations Officer	3. Grade	O4		
4. Email	chiefops.moa@noaa.gov	5. Office	+1 (757) 441-6842	x		6. Mobile	
B. Reporting Officer (2nd Level Supervisor)							
1. Name	LCDR Russell Haner	2. Position	Executive Officer	3. Grade	O4		
4. Email	xo.moc.atlantic@noaa.gov	5. Office	+1 (757) 441-6257	x		6. Mobile	+1 (757) 813-5314
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	CAPT David Zezula	2. Position	Commanding Officer	3. Grade	O6		
4. Email	xo.moc.atlantic@noaa.gov	5. Office	+1 (757) 441-6778	x		6. Mobile	+1 (757) 275-4395

### SECTION 4 - ACCOUNTING AND ORGANIZATION

Complete as many of the following fields as possible. If in doubt, leave the field blank

#### A. Organizational Hierarchy - Use common acronyms when possible.

1. Staff or Line Office		2. Office, Center, or Lab	MOC-A		
3. Division		4. Branch		5. Section or Team	Operations

B. NOAA Goal/Subgoal		C. Program			
D. NOAA Org Code		E. NFC Org Code	08-02-0001-04-00-00-00	F. Project-Task	T8A2A61 - P61

## SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

Operations Manager serves as an assistant to the Chief of Marine Operations and Deputy Chief of Operations.

Marine operations works to coordinate ship activities with programs, projects, and ports of call to ensure safe effective, and efficient fleet operations.

The operations manager may be involved with logistics such as port call coordination, arranging deliveries of fuel and supplies, and assisting with personnel coordination for the fleet.

Review & manage the review process for Project Instructions, document management, and general office and facility activities are within the purvue of the operations manager.

Incumbent may serve as aide to the Wage Marine recruiter and assist in hiring issues and may also assist in the management of the MOA Relief Pool. This requires contact with the ships, workforce management, MOC-P, and wage mariner candidates to assist in fulfilling the staffing requirements of the ships.

## SECTION 6 - DUTIES AND RESPONSIBILITIES

- Property Accountability Officer - Administer and maintain a system of control and accountability for personal property as prescribed in OMAO's Personal Property Policy #1502
- Property Custodians - Maintain all accountable personal property within your designated area of responsibility as prescribed in OMAO's Personal Property Policy #1502

### 6A. Description of Duties and Responsibilities

The incumbent works directly with Deputy Chief of Operations to coordinate, manage and review Project Instructions. This process involves assisting with scheduling under the FAP, creating project announcements, managing deadlines, communicating between ship and program, and reviewing project instructions.

Oversee Atlantic ships and MOC-A documents/ records/ deck logs. Communicates with ships to ensure guidelines are followed to ensure proper archiving of official ship business.

Assistance in coordinating logistical support, scheduling, and berthing for home ported and visiting ships at MOC-A. Provide assistance to NOAA ships as needed in other East Coast ports.

Property Custodian for MOC-A and oversee MOC-A's fleet of GSA vehicles.

Manager of MOC-A facility security and access control system.

Serve as Acting Deputy Chief of Operations, MOC-A. Assist the CO, XO, and OPS with planning, managing, and administration of MOC-A staff and fleet.

Maintain emergency contact information and phone book information for fleet and building personnel. Responsible for correspondence between ship and headquarters regarding ship and personnel records.

Provide effective customer service to the fleet, OMAO, NOAA, and external partners.

Qualify as small boat operator. Oversee maintenance, deployment, and utilization in support of MOC operations as needed.

Ambassador to the community by enhancing NOAA and MOC-A's presence in Norfolk. Coordinate events both on and off site.

Responsible for micro-purchases and facilities projects (<\$25k).

Special projects assigned by CO, XO, and OPS.

Provide input for updates and additions to OMAO website.

### 6B. Division of Duties and Responsibilities, Total Must = 100%

Technical  + Operational  + Leading and Managing  + Executive Leadership  = 100%

## SECTION 6 - DUTIES AND RESPONSIBILITIES (continued)

### 6C. Resources Managed

#### 1. Human

Does the Officer supervise personnel?  Yes  No Number of personnel supervised

Grades of supervised personnel

Will the Officer lead people, but has no supervisory responsibilities?  Yes  No Number of personnel led

Grades of personnel led

#### 2. Fiscal

Will the Officer have budget responsibility?  Dollar Amount (K)

3. Assets - Will the Officer be directly responsible for managing Government assets such as ships, aircraft, boats, etc? If so, list the asset(s) below in terms of physical description and when known, replacement value (indicate if estimated):

- MOC-A Utility Boat
- 2 DOC owned vehicles and 9 GSA leased vehicles
- Boom Reel

## SECTION 7 - LEADERSHIP PREREQUISITES

GRADE	LEADERSHIP MATURITY LEVEL	LEADERSHIP COMPETENCIES NEEDED FOR THIS BILLET
ENS (O1)	Leading Self	<input checked="" type="checkbox"/> Core Values & Conduct <input checked="" type="checkbox"/> Health & Well Being <input checked="" type="checkbox"/> Responsibility <input checked="" type="checkbox"/> Followership <input checked="" type="checkbox"/> Adaptability
LTJG (O2)		<input checked="" type="checkbox"/> Interpersonal Skills <input checked="" type="checkbox"/> Continuous Learning <input checked="" type="checkbox"/> Technical Proficiency <input checked="" type="checkbox"/> Listening <input checked="" type="checkbox"/> Speaking
LT (O3)	Leading Others	<input checked="" type="checkbox"/> Writing <input checked="" type="checkbox"/> Team Building <input type="checkbox"/> Leveraging Diversity <input type="checkbox"/> Influencing Others <input type="checkbox"/> Developing Others <input checked="" type="checkbox"/> Execution
LCDR (O4)		<input type="checkbox"/> Decisiveness <input type="checkbox"/> Problem Solving <input type="checkbox"/> Conflict Management <input type="checkbox"/> Customer Focus <input type="checkbox"/> Entrepreneurship
CDR (O5)	Leading Performance and Change	<input type="checkbox"/> Creativity & Innovation <input type="checkbox"/> Human Capital Management <input type="checkbox"/> Financial Management <input type="checkbox"/> Technology Management
CAPT (O6) and RADM (O7/O8)		<input type="checkbox"/> External Awareness <input type="checkbox"/> Strategic Thinking <input type="checkbox"/> Political Savvy <input type="checkbox"/> Vision <input type="checkbox"/> Partnering

### Leadership Prerequisite Comments (Optional)

Working knowledge of agency procedures, policies, directives, and operational orders is required to provide advice and assistance to the Chief and to the fleet. Prerequisite qualified Officer of the Deck and have successfully completed a tour of duty aboard a NOAA ship. A junior officer with acting time as Operations Officer preferred. Requires strong communication skills, independent action, and knowledge of ship operational planning. Must be able to rapidly organize and coordinate resources to meet operational requirements of the fleet.

## SECTION 8 - OPERATIONAL PREREQUISITES

### A. Marine Prerequisites

- Officer of the Deck    Senior Watch Officer    ECDIS    Dynamic Positioning    Boat Deployment    MedPIC  
 Coxswain/OIC    HAZWOPER    AUV Deployment    U/W UAS Deployment    Buoy/Mooring Qualified  
 Trawl Qualified    Longline Qualified    Hydro Launch PIC    Foreign Port Calls

### B. Aviation Prerequisites

- Co-Pilot    Pilot    Aircraft Commander    Mission Commander    Instructor Pilot    Hurricane Qualified  
 Alaska/Wilderness Qualified    Flight Meteorologist    International Flights    UAS Pilot

### C. Dive Prerequisites

- Scientific Diver    Working Diver    Advanced Working Diver    Master Diver    Dive Master    Dive Medic  
 Unit Diving Supervisor

### D. Additional Operational Prerequisites (security clearances, special training) and Operational Prerequisite Comments (Optional)

- Secret security clearance
- Meet physical standards for officers on sea duty as required by OMAO Medical Services Division
- Must maintain a current Official US Passport
- Working Diver, Dive master and Small Boat Coxswain qualifications are a plus but are not required

## SECTION 9 - PROGRAM, PROJECT, OR ACTIVITY PREREQUISITES

List specific qualifications, knowledge, skills or abilities required prior to reporting to this billet. For example: budget (MARS, CBS); personnel; contracting (COTR, Warrants); Scientific (IHO Category A, scientific papers/publications, GIS); engineering (marine survey, ABYC, ABS, FAA); regulatory (US Code, CFR); information technology (databases, networks, programming).

Educational Requirements per entry into the NOAA Corps

Strong organizational and planning skills

Able to work effectively with little direction and communicate with all levels of management

Excellent written and oral communication skills

While no training is specified beyond the NOAA Corps requirements for LTJG, pursuit of additional leadership/management courses is recommended (OPM Courses, etc.)

General familiarity of OMAO policies and procedures, the document management system, USCG credentialing requirements, USCG Certificates of Inspection and MO personnel processes

## SECTION 10 - LEADERSHIP DEVELOPMENT

GRADE	LEADERSHIP MATURITY LEVEL	LEADERSHIP COMPETENCIES DEVELOPED IN THIS BILLET
ENS (O1)	Leading Self	<input checked="" type="checkbox"/> Core Values & Conduct <input checked="" type="checkbox"/> Health & Well Being <input checked="" type="checkbox"/> Responsibility <input checked="" type="checkbox"/> Followership <input checked="" type="checkbox"/> Adaptability
LTJG (O2)		<input checked="" type="checkbox"/> Interpersonal Skills <input checked="" type="checkbox"/> Continuous Learning <input checked="" type="checkbox"/> Technical Proficiency <input checked="" type="checkbox"/> Listening <input checked="" type="checkbox"/> Speaking
LT (O3)	Leading Others	<input checked="" type="checkbox"/> Writing <input checked="" type="checkbox"/> Team Building <input checked="" type="checkbox"/> Leveraging Diversity <input checked="" type="checkbox"/> Influencing Others <input checked="" type="checkbox"/> Developing Others <input checked="" type="checkbox"/> Execution
LCDR (O4)		<input type="checkbox"/> Decisiveness <input checked="" type="checkbox"/> Problem Solving <input type="checkbox"/> Conflict Management <input checked="" type="checkbox"/> Customer Focus <input type="checkbox"/> Entrepreneurship
CDR (O5)	Leading Performance and Change	<input type="checkbox"/> Creativity & Innovation <input type="checkbox"/> Human Capital Management <input type="checkbox"/> Financial Management <input type="checkbox"/> Technology Management
CAPT (O6) and RADM (O7/O8)		<input type="checkbox"/> External Awareness <input type="checkbox"/> Strategic Thinking <input type="checkbox"/> Political Savvy <input type="checkbox"/> Vision <input type="checkbox"/> Partnering

### Leadership Development Comments (Optional)

Officer relies heavily upon self and senior officers at the command to develop the greatest range of competencies. Leading self, others, and change ensures supervised personnel meet NOAA's mission goals in the midst of budgetary challenges and unforeseen operational conflicts. Officer will develop competencies of leading self and others particularly with customer focus and balancing operational commitments. Officer will develop political savvy liaising between customers and leadership while balancing the strategic goals and vision of OMAO.

## SECTION 11 - OPERATIONAL DEVELOPMENT

### A. Marine Development

- Officer of the Deck     Senior Watch Officer     ECDIS     Dynamic Positioning     Boat Deployment     MedPIC  
 Coxswain/OIC     HAZWOPER     AUV Deployment     U/W UAS Deployment     Buoy/Mooring Qualified  
 Trawl Qualified     Longline Qualified     Hydro Launch PIC     Foreign Port Calls

### B. Aviation Development

- Co-Pilot     Pilot     Aircraft Commander     Mission Commander     Instructor Pilot     Hurricane Qualified  
 Alaska/Wilderness Qualified     Flight Meteorologist     International Flights     UAS Pilot

### C. Dive Development

- Scientific Diver     Working Diver     Advanced Working Diver     Master Diver     Dive Master     Dive Medic  
 Unit Diving Supervisor

### D. Additional Operational Development (security clearances, special training) or Operational Development Comments (Optional)

Training opportunities for Dive, MEDPIC, Hazwoper, etc. will be dependent upon timing and budgeting. While diving is not a primary duty, opportunities to support ship and facility dive operations do occur.

## **SECTION 12 - PROGRAM, PROJECT, OR ACTIVITY DEVELOPMENT**

List specific qualifications, knowledge, skills or abilities to be developed in this billet. For example: budget (MARS, CBS); personnel; contracting (COTR, Warrants); Scientific (IHO Category A, scientific papers/publications, GIS); engineering (marine survey, ABYC, ABS, FAA); regulatory (US Code, CFR); information technology (databases, networks, programming).

Officers will gain familiarity with research missions conducted by a wide range of NOAA programs operating in waters around the world.

Officers will develop a thorough knowledge of operational planning, execution, staffing, and overall readiness of ships.

This billet provides the incumbent the opportunity to work directly with all line offices and individuals that deal with ship operations and projects including civilians and officers of all ranks and grades.

The incumbent will develop a thorough understanding of vessel requirements, staffing, project coordination, and personnel management.

The broad range of management activities provides the incumbent with skills and knowledge required to become an effective Operations Officer on any ship.

## **SECTION 13 - CRITICAL SUCCESS CRITERIA**

Provide brief measurable performance goals which would represent successful performance in this billet.

Ships supported by MOC-A are operationally equipped and suitable to support NOAA missions as per the Fleet Allocation Plan.

Ensure programs meet suggested time lines for project planning, project instruction development, review, and approval.

Manage records including ship logs, personnel requests, ship complement lists.

Ensure ships moored at MOC-A have resources necessary to support OMAO and program requirements.

Timely and effective office administration processes and responses with OMAO, NOAA and DOC.

Keeps leadership apprised of unforeseen changes to ship operations through reports and updates on/ahead of schedule (DUS report, OMAO staff meeting inputs, etc.)

**SECTION 14 - ROUTING, REVIEW, RECOMMENDATION AND APPROVAL**

**A. Developer's Statement**

"I certify that I have written this billet description and certify that it is a true and correct representation of the billet."

1. Signature HANER.RUSSELL.G.1237217639 Digitally signed by HANER.RUSSELL.G.1237217639 Date: 2018.11.13 13:52:45 -05'00' 2. Date 2018-11-13

3. Name Russell G. Haner LCDR/NOAA 4. Title/Position Executive Officer, MOC-Atlantic

**B. Supervisor's Statement**

"I have reviewed this billet description and certify that it is a true and correct representation of this billet "

1. Signature  WARTICK.RYAN.AUGUSTUS.1100903608 2018.11.13 13:47:49 -05'00' 2. Date 2018-11-13

3. Name Ryan Wartick LCDR/NOAA 4. Title/Position Chief of Operations, MOC-Atlantic

**C. Reviewing Officer's Statement**

"I have reviewed this billet description and certify that this billet is a priority for my Line, Staff, or Headquarters Office."

1. Signature  ZEZULA.DAVID.J.1097241836 2018.11.13 13:44:53 -05'00' 2. Date 2018-11-13

3. Name David Zezula CAPT/NOAA 4. Title/Position Commanding Officer, MOC-Atlantic

**D. Commissioned Personnel Center Endorsement**

"I am the OMAO/CPC Officer Career Management Division representative. I recommend approval of this billet."

1. Signature KUZIRIAN.STEPHEN.C.1275637170 Digitally signed by KUZIRIAN.STEPHEN.C.1275637170 Date: 2018.11.14 10:44:29 -05'00' 2. Date 2018-11-14

3. Name CDR Stephen C. Kuzirian, NOAA 4. Title/Position Chief, Officer Assignment Branch

**E. Director, NOAA Corps Endorsement**

"I am the Director, NOAA Corps and I approve this billet."

1. Signature  2. Date

3. Name RADM Michael J. Silah, NOAA 4. Title/Position Director, NOAA Corps

Print Form

Submit to CPC (Reviewer Use Only)